

DATE: May, 2006

TO: Authorized Representative/Food Service Director

FROM: Dean Flaws, Food Distribution Consultant

SUBJECT: 7A (August) Release & End of Year (05-06) Report

PLEASE ROUTE TO FOOD SERVICE DIRECTOR

1. **7A Order Form.** Enclosed in this mailing you will find the first Commodity Order form for the next school year. The first shipment of commodities 2006-2007 school year is being planned to start the week of August 14th. The delivery cycle takes approx. 5 weeks.
2. **Internet Ordering** is available for 7A. Go to the Internet address: www.edinfo.state.ia.us, and enter your ID and password on the screen. Then click the submit button. CLICK Commodities on the Application menu screen. Now you have two options: General Information or Commodity Order Form. Select Commodity Order Form and click the GO button. Instruction booklets and videos are available by calling this office.
3. Split shipments (2006-2007). All schools are encouraged to use the Internet especially if you are a split site. Split forms can be found on the BFN web page, if you are still doing the paper copies.
4. **Anticipated Dates when Commodity order form will be up and on the web:**

		(Approx. Beginning Delivery Date)
7 A	Aug/Sept. Delivery	May 12 Aug. 14, 2006
7 B	October Delivery	Sept. 1 Sept. 25, 2006
7 C	Nov./Dec. Delivery	Oct. 13 Nov. 13, 2006
7 D	January Delivery	Dec. 1 Jan 1, 2007
7 E	Feb./ Mar. Delivery	Jan 15 Feb 12, 2007
7 F	April Delivery	March 2 March 26, 2007
5. **The printout of commodities received in 2005-2006 has been included in this mailing.** The school auditor may want the total value of commodities received during the 2005-2006 school year. Note the last line, district totals, column, and commodity value.

You should carefully compare this printout with your warehouse releases. There have been some deletions/ additions to various orders, and it may be necessary in your district to adjust the final total. It is not necessary to send the state a copy of your adjustments. If you need to adjust the totals, do so before you submit it to your administrative office.
6. **Year-End Inventory has not been required since the 2001-2002 school year.** Iowa has gone to the "Single Inventory Method" of commodity recordkeeping. Schools will not have to send in your "Year end Inventory Report" to this office.

7. **The “Single Inventory Method” guidance** booklet, which includes basic guidelines and some questions and answers, may be obtained by calling this office. This is the same information booklet we have issued the past four to five years.
8. **Iowa Food and Distribution Program.** If you need additional information, commodity values, or forms for the Commodity Food Distribution programs, please visit our web site at:
<http://www.state.ia.us/educate/ecese/fn/commdist/>.
9. **All commodity values** for this school year (2005-06) will be found on the Bureau web page. We will put in new 2006-2007 values as soon as we get them updated.
10. **Processed Commodity Food Items for 2006-2007.** All food items coded 2500 or above are processed food items and are an extra cost to your school district. You will be allocated one (1) of each item for all processed foods coded 2500 or above. If you ***do not*** want this product, you must put a “0” in the amount wanted column. You ***do not*** have to take these processed food items. Please note that there is a difference between the commodity value and the price of each item. The commodity value is the amount in each unit of product that is deducted from your school entitlement, unless it is a bonus commodity. The price of each item is the cost of the finished processed product. The school cost does not include the per case shipping and handling fee charged by Keck, Inc. for each case of product shipped. These are all optional products. The costs will be included in the amount you pay Keck, Inc. There will be ***no*** separate billings for processed products.
11. **Debarment/Suspension.** Debarment is an action taken by a Federal agency to exclude a person or other entity from participating in any transaction involving Federal funds or other assistance. Suspension is an action taken to immediately exclude a person/entity from such transactions for a temporary period pending the completion of a debarment or other legal action.

Persons or entities that are debarred or suspended by a Federal agency are, with a few exceptions, to be excluded from financial and non-financial assistance and benefits under other Federal non-procurement programs and activities. A contractor or other entity must certify that it has not been debarred or suspended by a Federal agency before it can enter into a covered contract or agreement. In accordance with 7 CFR Part 3017, covered transactions include procurement contracts for goods or services valued at or in excess of \$100,000, and procurement contracts for federally required audit services, regardless of amount.

The required certification form, USDA Form AD-1048, *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tiered Transactions* may be obtained by contacting Dean Flaws at the Iowa Department of Education at (515) 281-4032. This form should be completed by the entity with which you contract, with one copy forwarded to the Iowa Department of Education and one copy maintained at your agency.

12. **Find out what’s new in the USDA’s Food Distribution Program for schools at the following website:**
<http://www.fns.usda.gov/fdd/news>
13. **New Processed Products for the 2006-07 school year.**
Several new items will be added to next years commodity order form list. They include:
 - 1) Orange Juice cups w/calcium (Citrus Systems)
 - 2) Chicken Patties (Zartic)**Several past items will be deleted on next years commodity orders. They include:**
 - 1). Apricot applesauce cups (United Comm.)
 - 2) French Toast Shoogies (Café Favorites)
 - 3) Mozz. String cheese (Micelli)
 - 4) All Fruit turnovers (Horizon)
 - 6) All x-coolers and smoothies (Tabatchnick)

14. **Non-Delivery Dates** form is enclosed in this mailing. **Please return this form to Keck, Inc. They need to know when your school is not in session.** If your school starts later than Aug. 14 and you don't want deliveries that early be sure to put this information down on the form.
15. **Deletions for 6F (April) 2005-2006 were:**
Apricot Applesauce cups (out of inventory), Crushed pineapple (late delivery)
16. **School Freezers:** Have you worked out plans to have someone check your freezers on a daily basis during the summer months? Don't take a chance to have a break-down and lose any products. Make someone responsible for checking all of your storage areas when school is not in session. Visit the Summer Storage Checklist which can be found in the May Issue of the "Lunchline".
17. **The State of Iowa has sent NFD milk to, Eastside Entrees and Schrieber Cheese Company.** If you receive products from these vendors, from your local distributor you may qualify for a reduced price or a rebate. Talk to your salesman and/or distributor to see if you have purchased any food items with NFD milk in them. Also some cheese has been sent to Café Favorites for your use with any local distributors who may carry their product.
18. **The commodity assistance rate has not yet been determined.** This information will be published in the federal register after July 1, 2006. We anticipate the rate to be approx. , .1750 for FY 2007. We'll make an adjustment to this rate later if we need to.
19. **Your current entitlement dollars are figured using Oct. 05 thru March 06** claiming for reimbursement data. The ADP (average daily participation) is the number of students who participated in the school lunch program.
20. **The Iowa Commodity Food Distribution Program** is planning on combining its regular "Commodity Day" with School Nutrition Assoc. Iowa (SNAI) State Conference in Des Moines on June 21, 2006. The purpose of this event is to identify new & current processed commodity items that will be available to Iowa schools for the 2006-07 school year. These products have been selected and approved by the Iowa Commodity Advisory Council. Each processor booth will be identified with a commodity sticker/sign, letting you know this is an approved 2006-07 product. CN labels and fact sheets on each product should also be available. Since this is a state conference there is a \$30.00 fee for members and non-members to attend the Exhibits Only on Wednesday, June 21st. You may obtain a registration form from:

Norma LaMantia
SNAI
3232 Fernwood Ct.
Davenport, Ia. 52807
[snaaiowa@msn.com](mailto:snaiowa@msn.com)
(563) 823-0162
21. **HACCP INFORMATION from**
Keck, Inc. will be forth coming. These will be distributed to the schools after July 1, 2006 of this year.

22. **Council Members Complete Terms**

The Bureau of Nutrition and School Transportation wishes to thank the following individuals as they complete a three-year term on the Commodity Advisory Council

Kala Constant, Cedar Rapids

Suzy Ketelsen, Cedar Rapids

Amy Lein, Forest City

Denise Bridges, Atlantic

Terri Denkman, Wilton

Marlene Minear, Ankeny

The 2005– 2006 council was instrumental in helping with the selection of new processed commodity food items that are lower in sugars, fats, and salt. The nature of processed foods is to be relatively high in these ingredients. This year's council was co-chaired by Suzy Ketelsen and Terri Denkman. The council was also responsible for putting together a "Commodity Awareness Day" at last summers State School Food Association annual conference in Council Bluffs. Thank you for devoting your time for Iowa's Food Distribution Program.

If anyone is interested in serving on this council please contact Mary Jo Clark at 515-281-4751 or Dean Flaws at 515-281-4032. We are asking new members to make a three year commitment and that you have not served on this council in previous years. Thank You

23. **Tribute to Mike Kelly.**

I would like to take this opportunity to pay tribute to Mike Kelly, who has been employed by the Keck, Inc., for many years. He passed away, unexpectedly, in his sleep on Monday, April 24, 2006. Mike has worked directly with me on a daily basis and with the State of Iowa commodity program since approx. 1985 when Keck first started doing business for the state. He was a very hard worker who was very efficient and accurate on inventory, pricing, and distribution issues. He will be missed very much.

24. **Reminders/Checklist:**

- A. Rotate stock
- B. Check freezer and refrigeration each day this summer.
- C. Fill-out paperwork on "Delivery Dates Not Available" and send them to Keck
- D. Forward your end of the year report on "Commodities received in 2005-2006" to your business manager or person who does your schools financial reports.
- E. Get your 7A (Aug./Sept.) **Commodity orders back to us before your school is out for the summer break.**

Sincerely,

Dean Flaws, Commodities Consultant (515-281-4032)
Mary Jo Clark, Commodities Assistant (515-281-4751)
Bureau of Food and Nutrition

Enclosures